



# Office of the City Clerk

Weekly Report - for Week Ending June 20, 2014

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## OFFICE OF THE CITY CLERK - PROJECTS and STATUS

**Election Reform Commission** - The Election Reform Commission staffed by the City submitted their Final Recommendations to the City Council recommending methods to increase voter turnout. The Rules and Election Committee first hearing on the subject is June 20, 2014.

**LAUSD Board District 1 Runoff Special Election** - Elections staff continue preparing for the election. The Systems Division has prepared the file for the Vote by Mail printing which is scheduled to occur next week. Setup has started for the Precinct Ballot Readers and Audio Ballot Boxes which are used in the polling places. The employee application filing system used to apply for temporary election jobs has been activated for the LAUSD election hiring effort.

**CompStat Meetings** - The monthly CompStat meetings for the Systems Division and the Neighborhood and Business Improvement Districts Division were held this week. To date, there have been three CompStat meetings for each division. Monthly division meetings began in April 2014.

**Neighborhood Council Elections** - Staff is working with the Department of Neighborhood Empowerment on a request for proposal for an online voting pilot program for the 2016 Neighborhood Council elections.

**Neighborhood Council Elections** - Staff compiled all election supplies for the Neighborhood Councils to pick up from the Election Division. Neighborhood Councils have six months from the election certification date to pick up their supplies. Any supplies not picked up after the six months will be destroyed.

**Council Meeting Voting System Replacement** - City Clerk and Information Technology Agency staff observed the LA Metro Board's voting system as part of research being conducted for possible replacement of the City Council voting system which has reached its end of life.

**Automated Agenda Management System** - The proposed workflow for departments to submit reports to the City Clerk was tested. Modifications to the requirements were submitted to the vendor.

**Konica Photocopier Replacement Project** - Systems completed the department wide swap out of the photocopy machines. Training was provided by the vendor. Setting the machines up to be used as fax machines and printers while the vendor works to fix a few remaining problems continues. The scanning and indexing problems encountered during testing have been resolved.

**Microfilm Conversion of City Council Minutes** - An additional 20 reels were converted to digital format in the past week. This brings the total number of reels completed to 183. Our target for fiscal year 2013/2014 is 213 rolls. We are 86% complete with our annual goal and 22% complete with the total project.

**City Archives - Significant Research Requests** - information on gun control legislation in Los Angeles was provided to a researcher from Yale University. Information on the short lived "China City" attraction that existed near Olvera Street from approximately 1937 to 1948 was provided to a foreign researcher.

**Fiscal** - Staff completed year-end transfer of funds, encumbered salaries for pay period 26 for Mayor, Council and City Clerk, and finalized the RFP for City-wide Records retention.

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## TOP ITEMS

- *Staff prepares for LAUSD, Board District 1 Runoff Election*
- *Election Reform Commission submitted final recommendations*
- *Studio City Business Improvement District Prop 218*

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**AB1290/Council** - Staff drafted 1 contract for AB1290 Funds, processed 6 payment requests, and started the close out process for 7 expired contracts.

**General City Purposes** - Staff received 11 allocation requests, processed 21 payments, and drafted 1 contract for the allocation of General City Purpose funds.

**Personnel** - Staff met with the City Controller to discuss logistics of implementing the 15-step salary process for non-represented employees, and held Advanced Solutions in the Workplace training for City Clerk supervisors

**Neighborhood and Business Improvement Districts** - The City Council adopted the Ordinance of Intention for the Studio City business improvement district renewal for which consideration was waived by the Economic Development Committee. The Proposition 218 ballot mailings are now in process.

## ISSUES

No significant issues to report this week.

## UPCOMING . . .

**City Elections** - The Special Runoff Election for the Los Angeles Unified School District Board Seat 1 is scheduled for Tuesday, August 12, 2014.

**Council in Recess** - The City Council will be in recess from Thursday July 3, 2014 through July 28, 2014. The first resuming Council Meeting is on Tuesday July 29, 2014.